



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Thomas L. Cooke, Chairman
David Aznavoorian, Vice Chair
Damin Sutherby
Ralph Ford
Raymond Lisiecki
David McGinness

Meeting Minutes for November 1, 2012

1) Call to Order

The meeting was called to order at 7:00 p.m. by the Vice-Chairman, David Aznavoorian at the Tewksbury Police Headquarters. Present were Ralph Ford, Raymond Lisiecki, Damin Sutherby (late arrival) and David McGinness. Thomas Cooke was not present. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

2) FY2013 1st Quarter Budget and Revenue Report

Ms. Kucala provided the members with the FY2013 1st quarter budget and revenue reports. Ms. Kucala reviewed the local receipts aloud and noted that there are a couple items that are tracking ahead of schedule; however, it is too early to determine if there will be any problems.

Discussion took place on the motor vehicle excise tax and whether it is tracking as projected. Ms. Kucala explained that currently the receipts are at approximately \$262,000 from prior years; commitments are not made until February. Mr. Montuori noted that the motor vehicle typically exceeds, but it will not be known until February.

Mr. Lisiecki asked if there will be any additional expenses related to the recent storm. Mr. Montuori confirmed that it is likely there will be additional costs.

7:07 p.m. – Mr. Sutherby arrived.

3) Lateral Transfers

There were no lateral transfers presented.

4) Reserve Fund Transfers

There were no reserve fund transfers presented.

5) Town Manager's Report

Mr. Montuori noted that the budget messages will be sent out to the department heads within the next few weeks. The messages will be similar to last year where a level funded budget is requested along with the department's top priority items. The goal is to have the budgets submitted to the town manager by the end of November. Mr. Montuori hopes to have his recommended budget prepared by the end of December or beginning of January.

Mr. Aznavoorian inquired about the capital purchases that were authorized by town meeting. Mr. Montuori explained that the leases have been paid off, the police department has begun to make their cruisers purchases, the DPW Superintendent, Brian Gilbert, is in the process of purchasing the new street sweeper and the school department is handling their own items.

Discussion took place on the East Street waterline project. Mr. Montuori noted that East Street will have to be closed twice for a 24 hour period to complete the project.

Mr. Montuori noted that both River Road and Michael Road have been paved.

Mr. Sutherby inquired as to the status of the town hall renovation project. Mr. Montuori explained that the contract with the architect was just recently executed. Mr. Montuori and the Board of Selectmen will be meeting with the architect next week. The project is expected to begin in approximately four months. Mr. Montuori noted that he is working on an agreement with IRA Toyota to move the town hall offices over to the Pike House. IRA has agreed to let the Pike House remain for three years to allow the town time to determine a plan for the relocation of the house. There has been discussion on demolishing the old police station and relocating the Pike House to that site. The approximate cost to move the home is \$500,000-\$600,000.00. Discussion took place on what the Pike House would be used for once it has been relocated. Mr. Montuori explained that he would like to possibly move the Planning and Development offices to the Pike House and have the financial offices move to the town hall once it has been renovated. This would empty the Annex building.

6) Preparation and Format of FY2013-2014 budget timeline

This item was tabled as the Chairman was not present.

7) New Business

There was no new business.

8) Committee Member Reports

Computer Study Committee:

Mr. Aznavoorian explained that the Computer Study Committee met approximately one week ago and there is not much to report. Mr. Aznavoorian feels the Committee has

fulfilled its initial purpose and it is time to look into dissolving the committee and reforming a similar committee involving the school department.

Discussion took place on the town's IT department. Mr. Aznavoorian noted that the Police Department, Public Library, Town and School Department all have their own IT departments.

9) Ratify Administrative Assistant Payroll

This item was tabled as the Chairman was not present.

10) Finance Committee FY2014 Budget Sub Committees

Mr. Aznavoorian noted that there was previously discussion on the members keeping the departments they handled last year. Mr. Aznavoorian suggested tabling this item until the Chairman is present.

11) Future Meeting Dates

To be determined.

Former Finance Committee member Ron Hall was present. Mr. Hall thanked the Committee for allowing him serve on the Committee for 11 years and for all of their hard work. The Committee also thanked Mr. Hall for his dedication and hard work.

12) Documents Presented and/or Discussed

FY2012 1st Quarter Budget Report
FY2013 1st Quarter Local Receipts

Adjourn.

MOTION: Mr. Ford made the motion to adjourn at 7:39 p.m.; seconded by Mr. Lisiecki and the motion carried 5-0.

Respectfully submitted,

Approved: _____
David Aznavoorian, Vice-Chair

Date